

JOB TITLE: Wastewater Operator I

ORGANIZATIONAL RELATIONSHIPS:

Reports to: Wastewater Superintendent
Water Superintendent (In the absence of Wastewater Superintendent)

PRIMARY FUNCTIONS:

Performs a variety of essential duties in the operation of the wastewater collection system, treatment plant and the spray field irrigation facility in order to maintain a safe water supply for the environment. Also performs a variety of tasks as may be required for the operation of the water treatment and distribution system. All duties performed shall be in accordance with all applicable government standards.

REQUIRED EDUCATION/KNOWLEDGE:

Requires a high school diploma or equivalent with some course work in biology and chemistry being helpful. Needs to be able to operate standard construction and farm equipment and perform routine maintenance and minor mechanical repair. Should be actively pursuing appropriate MD licensing requirements in the fields of wastewater treatment and water treatment while meeting temporary requirements. Shall complete such requirements on a schedule as permitted by MDE. Attends appropriate in-service courses, as available, to remain certified.

Duties may include a variety of tasks involving physical labor. Employee must be aware of his/her personal physical capabilities and limitations including, but not limited to, all-weather outdoor activities, repetitious tasks and lifting of heavy objects. Employees are expected not to exceed their abilities or limitations.

DUTIES:

A. Wastewater

1. Monitors the operation of the Town's pumping stations, Wastewater Treatment Plant collection system, Emergency Generators, and Spray Irrigation Facility. Performs maintenance on pumps, cleaning of wet wells and minor repairs.
2. Obtains information regarding characteristics of wastewater to be treated.
3. Monitors and assists in the daily operation of the Manchester Spray Irrigation Facility.
4. Performs operational changes of the Wastewater Treatment Plant and Irrigation Facility as directed by the Wastewater Superintendent.
5. Performs scheduled testing (daily, weekly, monthly, annually) of wastewater for pH, D.O., BODs, TSS Sett., and any other tests related to the performance of the plant as necessary.

6. Advises the Wastewater Superintendent of inventory status and the need for supplies.
7. Works as an operator on a shift; will be required to perform weekend and/or holiday duty on a rotation basis.
8. Works on a 24-hour on-call status to handle emergencies regarding wastewater treatment, collection and water pumping and distribution.

B. Water

1. Monitors operating status of water pumping station, springs, and well sites, water storage tanks and Emergency Generators, including daily flow monitoring and weekly well depths and spring overflow reporting.
2. Performs scheduled testing on water system when necessary.
3. Makes or assists in repairs to pumping or well equipment.
4. Makes or assists in repairs of water leaks, main breaks, etc.

C. General

1. Reads water meters for quarterly water billing periods and final reads for settlements.
2. As the need arises, may be required to assist in the shut off/on water service(s) for emergencies, failure to pay bill, or other related reason.
3. As the need arises, may be required to repair, or install defective water meters.
4. Assists in plowing snow during inclement weather.
5. Assists in the periodic flushing of hydrants.
6. As need arises, may be required to Perform maintenance on Department of Public Work sites and facilities as directed by the Wastewater Superintendent or Director of Public Work including work done on an emergency basis. Assists with various job duties in conjunction with the water department as deemed necessary by the Wastewater Superintendent.
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8. Works a 40-hour work week with normal hours from 7:30 a.m. to 4:00 p.m. with an assigned 30-minute lunch break; required to perform weekend testing which time shall be adjusted in the following weekly schedule at the direction of the Wastewater Superintendent and/or Director of Public works.

9. Performs other related duties as assigned by the Wastewater Superintendent or the Director of Public Works.
10. May as the need arise, be required to complete evening utility locations.
11. Assists in the appearance and cleanliness of all wastewater facilities, including the wastewater treatment plant, wastewater pumping stations, and Spray Irrigation Facility interior and exterior. Tasks will include but not limited to grass mowing, trimming, painting, sweeping, mopping, etc.
12. Will be well versed on the operation of the SCADA/Telemetry system as it relates to the operation of the of the wastewater and water systems.
13. Will be versed in the operation of the Town's utility GIS system.
14. Performs all tasks including the operation of Town vehicles and equipment in a safe manner and will observe all safety precautions, rules and regulations. Will attend town staff safety trainings.
15. Will report any suspicious activity on property owned by the Town of Manchester and/or to law enforcement.
16. Will report any destruction of property of Town equipment or Facilities to law enforcement.
17. In order to keep the Town of Manchester a safe and healthy community will report any code violation to Town Hall, such as but not limited to, tall grass, trash & debris, untagged vehicles, and nuisances.
18. Will assume the responsibilities of any wastewater or water operator as directed by the wastewater superintendent or their designee should the need arise.